Auburn University Job Description

Job Title: Coord, Retention Programming
Job Code: AA33
FLSA status: Exempt

Job Summary
Provides professional level coordinated services to identify and assist students who are at risk of academic failure and provide assessment and support to academic advising services across campus.

Essential Functions

1. Monitors early alert grade reports and coordinates follow-up action as needed by contacting students receiving the alerts, meetings with advisors, coaches, and tutors, as needed, and enlisting other campus groups as appropriate to continue follow-up.

2. Coordinates and develops advisor programs by training and recruiting advisors, preparing work schedules for advisors, preparing and analyzing reports, and advising and informing others of data summary all designed to aid in student retention.

3. Coordinates a university wide advising assessment program by assisting in the administration of an assessment survey to undergraduate students, preparing and analyzing assessment survey results, and making recommendations to campus groups in response to collected assessment data.

4. Coordinates academic advisor involvement in university-wide events.

5. Assists in developing advising training programs and other programming to aid retention.

Supervisory Responsibility
May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
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Minimum Required Education and Experience

<table>
<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Four-year college degree</td>
<td>Degree in Counseling, Education, Psychology, Human Sciences, or related field</td>
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<tr>
<td>Experience</td>
<td>5</td>
<td>Experience as an Auburn University Academic Advisor II or III or Academic Counselor II or III in advising or counseling Auburn University undergraduate students</td>
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Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge
Knowledge of Auburn University academic policies and academic advising principles and practices

Certification or Licensure Requirements
None Required.

Physical Requirements/ADA
Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 12/11/2012